



# **Rules Subcommittee Meeting**

June 7, 2019

## **City of Milpitas**

455 E. Calaveras Blvd., Milpitas, CA 95035  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) • (408)-586-3000

# Council Feedback from June 4

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- Incorporate City Attorney review into process
- Increase pilot period from 6 to 9 months
- Review if Agenda Item Request Form needs to be submitted more than 3 days in advance of Rules Subcommittee meeting
- Request to include amount of staff time, complexity and whether item is already in department workplan; retain existing “4 hour staff time” rule
- Councilmember requests should not be vetted by Subcommittee but should advance to the full Council



# Subcommittee Discussion

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Process for placing items on Council agenda by Councilmembers

- How will Councilmembers gauge complexity, amount of staff time, and alignment with department workplan?
- If staff analysis is required prior to Councilmembers submitting requests, this will conflict with the 4 hour staff time rule



# Subcommittee Discussion

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## Agenda Item Request Form

- Name of item
- Brief description
- Alignment with Council Priority Area(s)
- Why the item is being requested for Council consideration
- Other?



# Meeting Management

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- Does the Subcommittee wish to incorporate meeting management items into Subcommittee scope document?
- Does Subcommittee wish to discuss potential criteria for consent calendar items
  - Contracts for projects in approved Five Year CIP
  - Routine contracts for ongoing City operations
  - Reports to be submitted to other agencies
  - Grant requests and awards
  - Miscellaneous items that do not involve major policy or program decisions



# Council Meeting Mgmt. Options

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1. Develop draft agenda based on guidelines for consent calendar and place no more than 4-6 discussion items on the agenda, to the extent possible
2. Provide a six-month look ahead on all major policy and program items to the Council Agenda Subcommittee on a monthly basis
3. Place items on the consent calendar in accordance with the criteria approved by the proposed Council Agenda Subcommittee
4. Council Agenda Subcommittee could review consent calendar items and provide advance direction to staff
5. A no vote, abstention, or formal recusal due to conflict of interest can be recorded without pulling an item off the consent calendar



# **Council Meeting Mgmt. (contd.)**

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6. Any items pulled off consent calendar shall be heard last or at a subsequent Council meeting, depending upon the number of speakers and the anticipated length of the items that have been scheduled for discussion during that particular meeting
7. Council may send questions to the City Manager by noon on the day before the Council meeting; written responses can be provided to the full Council and published on the City's website
8. If staff is asked to bring back an item, Council direction could outline specific information being requested so as to make the follow-up discussion more efficient
9. A formal time check by the Council at 10 p.m. to determine which items may be deferred to the next meeting
10. Delegation of additional authority to City Manager





A photograph of the City of Milpitas building at dusk. The building is a modern, curved structure with a light-colored facade and large glass windows. The interior lights are on, and the building is reflected in the glass. In the foreground, there is a fountain with several water jets. The sky is dark, and some trees are visible on the left side.

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